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8 February 2024

PLANNING COMMITTEE

A meeting of the Planning Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Wednesday 14 February 2024 at 2.00 pm** and you are requested to attend.

Members: Councillors Hamilton (Chair), Wallsgrove (Vice-Chair), Blanchard-Cooper, Bower, Kelly, Lury, McDougall, Northeast, Partridge, Patel and Woodman

PLEASE NOTE: Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Speaking physically at the Planning Committee, they are to enter the Civic Centre via the front reception and then make their way up to the Council Chamber on the second floor and take a seat in the Public Gallery [the Blue Room].

For further information on the items to be discussed, please contact Committees@arun.gov.uk

PLEASE NOTE THAT THE ORDER OF THE AGENDA MAY BE ALTERED AT THE DISCRETION OF THE CHAIRMAN AND SUBJECT TO THE AGREEMENT OF THE MEMBERS OF THE COMMITTEE

PLEASE ALSO NOTE THAT PLANS OF THE APPLICATIONS DETAILED IN THE AGENDA ARE AVAILABLE FOR INSPECTION ON LINE AT www.arun.gov.uk/planning

AGENDA

5. URGENT ITEM

(Pages 1 - 8)

Key Performance Indicators 2022-2026 – Quarter 3 Performance Report For The Period 1 April 2023 To 31 December 2023

This report sets out the performance of the Key Performance indicators at Quarter 3 for the period 1 April 2023 to 31 December 2023.

This report is being considered as urgent as the Planning Committee is required to consider the Key Performance Indicators ahead of the Policy and Finance Committee on 8 March 2024.

Note: Reports are attached for all Members of the Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager.

Note: Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

Note: Filming, Photography and Recording at Council Meetings - The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – [PART 8 - CP - Section 5 Filming Photographic Protocol](#)

These meetings are webcast live.

To watch recorded webcasts use the following link – Planning Committee [Webcast Page](#)

Arun District Council

REPORT TO:	Planning Committee – 14 February 2024
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 3 performance report for the period 1 April 2023 to 31 December 2023.
LEAD OFFICER:	Jackie Follis, Group Head of Organisational Excellence
LEAD MEMBER:	Councillor June Hamilton, Chair of Planning Committee
WARDS:	N/A
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT: This report is produced by the Group Head of Organisational Excellence to give an update on the Q3 Performance outcome of the Key Performance Indicators.	
FINANCIAL SUMMARY: Not required.	

1. PURPOSE OF REPORT

- 1.1. In order for the Committees to be updated with the Q3 Performance Outcome for the Key Performance indicators for the period 1 April 2023 to 31 December 2023.

2. RECOMMENDATIONS

- 1.2. It is recommended that the Committee notes the contents of this report and provides any questions or comments on the indicators relevant to this Committee to the Policy and Finance Committee on 7 March 2024.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 3 for the period 1 April 2023 to 31 December 2023.

3. DETAIL

- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition to this 'key performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions about the KPI indicators that are relevant to their Committee and these will be submitted to the Policy and Finance Committee for consideration.
- 3.4. This is the quarterly report covering performance from 1 April 2023 to 31 December 2023 and will cover only those indicators that are due to be measured at this point.
- 3.5. Thresholds are used to establish which category of performance each indicator is within.

Achieved target	100% or above target figure
Didn't achieve target but within 15% range	85%-99.9% below target figure
Didn't achieve target by more than 15%	85% or less target figure

- 3.6. There are 42 Key Performance indicators. 10 of these indicators relate to this Committee and all 10 are measured at Q3.
- 3.7. This report gives the status of the indicators at Q3. Appendix A gives full commentary for each indicator.

Status	Number of Key Performance indicators in this category at Q3
Achieved target	6
Didn't achieve but within 15% range	1
Didn't achieve target by more than 15%	3
TOTAL	10

- 3.8. The Planning Committee have also requested a spreadsheet showing 12 month rolling average figures for the Planning indicators. This information is attached in Appendix B and gives the rolling average for the period January 2023 to December 2023.
- 3.9. Actions to be taken

CMT are monitoring all of the indicators which are not achieving at Q3. The Interim Chief Executive and Director of Growth and Group Head of Planning will specifically monitor all indicators to encourage improved performance during 2023/24. It should be noted that 7 out of the 10 KPI's have improved in Q3 compared with Q2.

4. CONSULTATION

4.1. No consultation has taken place.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. To review the report

5.2. To request further information and/or remedial actions be undertaken

6. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER

6.1. None required.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. None required

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

8.1. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 7 March 2024.

9. HUMAN RESOURCES IMPACT

9.1. Not applicable.

10. HEALTH & SAFETY IMPACT

10.1. Not applicable.

11. PROPERTY & ESTATES IMPACT

11.1. Not applicable.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Not applicable.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. Not applicable.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. Not applicable.

15. HUMAN RIGHTS IMPACT

15.1. Not applicable.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. Not applicable.

CONTACT OFFICER:



Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: *None*

No.	Indicator	Council Vision Theme	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q2 status	Q3 status	Better or worse since Q2 figure (Q3 compared to Q2)	Q3 Commentary
CP26	Major applications determined in 13 weeks or agreed extension of time	Fulfilling Arun's economic potential	Planning	Karl Roberts	Higher is better	80%	Not achieving Outturn for Q1 50% (64%)	Not achieving but within 15% range Outturn for Q2 31% (75%)	Achieving Outturn for Q3 8% (83%)	Up by 8% (better) ↑	1 out of 12 applications determined within time. 10 of the other applications were subject to decision at Committee or required a s106 agreement. The figure in brackets is the extension of time figure and this is used when calculating the status for this indicator.
CP27	Minor applications determined in 8 weeks or agreed extension of time	Fulfilling Arun's economic potential	Planning	Karl Roberts	Higher is better	90%	Not achieving Outturn for Q1 64% (75%)	Not achieving but within 15% range Outturn for Q2 74% (88%)	Not achieving but within 15% range Outturn for Q3 62% (89%)	Up by 1% (better) ↑	These figures are slightly lower than Q2 because there were a couple of applications that were subject to s106 agreements that took a very long time to complete. The figure in brackets is the extension of time figure and this is used when calculating the status for this indicator.
CP28	% of other applications determined in 8 weeks or agreed extension of time	Fulfilling Arun's economic potential	Planning	Karl Roberts	Higher is better	90%	Achieving Outturn for Q1 94% (97%)	Achieving Outturn for Q2 94% (95%)	Achieving Outturn for Q3 92% (97%)	Up by 2% (better) ↑	Target achieved and performance remains good in this area. The figure in brackets is the extension of time figure and this is used when calculating the status for this indicator.
CP29	Average number of days to determine householder application	Fulfilling Arun's economic potential	Planning	Karl Roberts	Lower is better	55 days	Achieving Outturn for Q1 54 days	Achieving Outturn for Q2 53 days	Achieving Outturn for Q3 48 days	Down by 5 days (better) ↑	No monthly commentary. Target comfortably achieved.
CP30	Average number of days to determine other applications	Fulfilling Arun's economic potential	Planning	Karl Roberts	Lower is better	55 days	Not achieving but within 15% range Outturn for Q1 56 days	Not achieving but within 15% range Outturn for Q2 57 days	Achieving Outturn for Q3 54 days	Down by 3 days (better) ↑	See CP28 for commentary. Target achieved for Q3.
CP31	Average number of days to determine applications - Trees	Fulfilling Arun's economic potential	Planning	Karl Roberts	Lower is better	40 days	Not achieving but within 15% range Outturn for Q1 46 days	Not achieving but within 15% range Outturn for Q2 45 days	Achieving Outturn for Q3 39 days	Down by 6 days (better) ↑	Target achieved.
CP32	Average number of days to determine application - Discharge of Condition	Fulfilling Arun's economic potential	Planning	Karl Roberts	Lower is better	40 days	Not achieving Outturn for Q1 73 days	Not achieving Outturn for Q2 84 days	Not achieving Outturn for Q3 72 days	Down by 12 days (better) ↑	Improvement on Q2 but there remain a large number of applications affected by difficulty in discharging drainage conditions.
CP33	Average number of days to determine major planning applications	Fulfilling Arun's economic potential	Planning	Karl Roberts	Lower is better	120 days	Not achieving but within 15% range Outturn for Q1 131 days	Not achieving Outturn for Q2 240 days	Not achieving Outturn for Q3 286 days	Up by 46 days (worse) ↓	No monthly commentary. See CP26. This indicator has been significantly affected by two applications that took over 2 years to determine due to numerous amendments on strategic allocations.

No.	Indicator	Council Vision Theme	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q2 status	Q3 status	Better or worse since Q2 figure (Q3 compared to Q2)	Q3 Commentary
CP34	Average number of days to determine minor planning applications	Fulfilling Arun's economic potential	Planning	Karl Roberts	Lower is better	55 days	Not achieving Outturn for Q1 64 days	Not achieving Outturn for Q2 67 days	Not achieving Outturn for Q3 106 days	Up by 39 days (worse) 	See CP27 for commentary.
CP35	% of planning applications registered within 5 days	Fulfilling Arun's economic potential	Planning	Karl Roberts	Higher is better	70%	Achieving Outturn for Q1 91%	Achieving Outturn for Q2 97%	Achieving Outturn for Q3 97%	Same 	Target achieved.

No.	Indicator	Assess by	Target	12 Month rolling average
CP26	Major applications determined in 13 weeks or agreed extension of time This is the figure with Extension of time (the figure that is used for calculating the status of this indicator)	Higher is better	80%	69.08%
CP27	Minor applications determined in 8 weeks or agreed extension of time This is the figure with Extension of time (the figure that is used for calculating the status of this indicator)	Higher is better	90%	81.50%
CP28	% of other applications determined in 8 weeks or agreed extension of time This is the figure with Extension of time (the figure that is used for calculating the status of this indicator)	Higher is better	90%	96.17%
CP26	Major applications determined in 13 weeks or agreed extension of time This is the figure without Extension of time	Higher is better	80%	29.83%
CP27	Minor applications determined in 8 weeks or agreed extension of time This is the figure without Extension of time	Higher is better	90%	64.67%
CP28	% of other applications determined in 8 weeks or agreed extension of time This is the figure without Extension of time	Higher is better	90%	93.00%
CP29	Average number of days to determine householder application	Lower is better	55 days	52 days
CP30	Average number of days to determine other applications	Lower is better	55 days	58 days
CP31	Average number of days to determine applications - Trees	Lower is better	40 days	44 days
CP32	Average number of days to determine application - Discharge of Condition	Lower is better	40 days	76 days
CP33	Average number of days to determine major planning applications	Lower is better	120 days	207 days
CP34	Average number of days to determine minor planning applications	Lower is better	55 days	79 days
CP35	% of planning applications registered within 5 days	Higher is better	70%	93.58%

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